Virginia Alcohol Beverage Control

Electronic Filing for Wine Wholesalers

Overview

Virginia Alcohol Beverage Control will offer its wine wholesaler customers a method to provide their tax information electronically. This data will need to be in the ABC approved file format.

NOTE: This document is intended only to provide guidance in the formatting and delivery of wine wholesaler's electronic tax documents. The current method of mailing hard copy documentation to ABC will remain an option. Also, this document is not intended to imply any changes to the legal reporting requirements mandated by the state of Virginia.

Delivery Method

In the initial pilot program, ABC will be accepting these files via email. However, the goal is to provide a method to upload these files via the ABC website.

Data Files

ABC accepts two types of data files from its wine wholesaler customers: Purchase Orders/Invoices and Tax Summary/Inventory. Purchase Orders/Invoices files can be submitted multiple times a month, if desired. Tax Summary/Inventory data should be submitted after all the POs and Invoices have been submitted. Note: If submitting Excel spreadsheets, Purchase orders/Invoices and Tax Summary/Inventory data can be submitted in the same file, but must be on separate, properly named, worksheets.

File Types

ABC will accept the follow file types: Excel spreadsheet, comma separated values (CSV), tab separated values (TSV), and pipe separated values (PSV). Due to security concerns, ABC prefers delimited files over Excel spreadsheets.

FYI: the pipe symbol is |.

File Naming Conventions

To ensure unique file names, the follow file naming convention is to be used:

VAABC_*aa_nnnnn_bbbb_YYYYMMDDHHmmSS.fileext*

WHERE:

VAABC – Stands for Virginia Department of Alcohol Beverage Control
aa – Identifies the tax payers company type. Possible values:

WW   = Wine Wholesaler
FM   = Farm Wineries
DS   = Direct Shippers

nnnnn – Is the wine wholesaler ABC license number.

bbbb   - Identifies the type of data within the file. Possible values:

PO   – For Purchase Orders and Invoice data.
TAX   – For Tax Summary and Invoice data.
BOTH   - For Excel files that contain both Purchase Orders/Invoice data and Summary data.

YYYYMMDDHHmmSS – Time same containing

YYYY – Four digit year.
MM – Two digit month.
DD – Two digit day of month.
HH – Two digit hour (optional).
mm – Two digit minute (optional).
SS – Two digit second (optional).

fileext – Indicate the File Type. See below for File Type discussion.

File Headers

Please see attached spreadsheet.

File Layout

Please see attached spreadsheet.